

ALABAMA COLLEGE

THE STATE COLLEGE FOR WOMEN

BULLETIN

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EXTENSION TEACHING SERVICE
HOME STUDY SERVICE

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EXTENSION TEACHING SERVICE HOME STUDY SERVICE



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"Diligent inquiry has failed to find a single instance where a competent, conscientious instructor has faithfully taught the same subject both in class and by correspondence who does not find words of commendation for correspondence study."

EXTENSION TEACHING SERVICE

The primary purpose of this bulletin is to present our Home Study work. We have had requests from time to time for courses by correspondence. These have been so numerous that at this time we feel it our duty to put in Home Study to meet these needs.

We shall continue, however, to give extension work through Extension Center classes. We shall be glad to organize an extension center wherever there is a sufficient group to warrant our sending an instructor. The work given in the Extension Center Courses is more nearly identical with residence work, and for this reason we would advise students who have access to extension center work to take this type of work rather than the correspondence work. The Extension Center Course work is also the only extension credit which may be counted toward the renewal of teachers' certificates.

We shall be pleased to hear from anyone who is interested in our giving a course in an extension center. By writing to H. W. James, Director, School of Education, complete information concerning this type of work may be had.

All information concerning Home Study should be obtained from Mr. A. C. Anderson who has charge of this work.

HOME STUDY SERVICE

Beginning October 1, 1928, Alabama College will offer, through its Home Study Service, college courses to those who are unable to do residence work or to enroll in regular extension centers throughout the State. All work offered will be of college grade.

All courses offered by correspondence will be conducted by regular faculty members, and will be accepted as the equivalent of campus courses. Therefore, the same credits will be given as for residence work. The assignments will be prepared by faculty members, and the papers sent in will receive their personal attention.

Home Study courses are so organized that there will be about six written assignments to prepare for each credit hour. This means that if a student wishes to take a three-hour course at home by correspondence, there will be a total of about eighteen lesson assignments to be prepared and sent to the Home Study Service. The preparation of these assignments is given special attention by the instructors, the assignment being such that it can be readily understood by the student. When prepared assignments are returned for correction, every effort possible will be

made by the instructors to offer suggestions which will be helpful to the student.

Students desiring to take home study courses may begin such courses at any time during the year.

REGULATIONS

Students desiring to receive college credit for home study courses must present fifteen units of high school work. Those not asking for college credit must give evidence of ability to do the work required before application for the course is approved.

Approval for advanced courses cannot be given in cases where prerequisites have not been completed.

Students doing regular college residence work are not permitted to receive credit for home study courses.

Although students may register for more than one course at a time, it is recommended that only one course be taken at a time, and this pushed to completion as rapidly as practicable.

A course may be completed as rapidly as the instructor will permit, provided that not more than six credit hours be completed within a period of three months. All courses must be completed within a period of twelve months from date of beginning such courses.

Applicants for home study courses will be required to fill an application blank giving such information as may be needed by the College.

Full college credit will be given for all work satisfactorily completed. A final examination must be taken within one month from date of completion of last assignment. This examination may be taken at the College, or elsewhere under the supervision of someone approved by the College.

Textbooks may be purchased locally or direct from the publishers. If students desire to purchase books from the College Book Store, these will be sent collect.

Records of all home study credits earned by students are placed on the college books. A copy of all credits is furnished the student.

After an assignment has been prepared by a student he will mail it to the Director, Home Study Service, Alabama College, Montevallo, Alabama. It will then be passed on to the faculty member who is offering the course for correction and comment.

All postage charges are to be paid by the student. Along with prepared assignment send enough postage stamps to have the paper returned. In order to save postage use onion skin

paper, if possible to procure it. If not, use as lightweight paper as possible.

The fee required for all home study courses is \$3.00 for each credit hour. This means that if a three-hour course is taken the fee will be \$9.00. This is the only fee required. This fee is due in advance, and must be paid along with the application. In case the application is not approved the fee will be returned, but under no condition will fees be returned after approval of application.

One dollar should be sent along with application to take care of postage on assignments. Such of this as is not used for this purpose will be returned at the end of the course. If this is not enough to take care of postage for the course, students will be notified when it has been used.

All correspondence relative to home study courses should be addressed to Director, Home Study Service, Alabama College, Montevallo, Alabama.

All checks, money orders, etc., should be made payable to Alabama College.

REGULATIONS OF ALABAMA COLLEGE CONCERNING PREPARATION OF HOME STUDY COURSES

1. The plans for all home study courses shall be outlined by the department concerned and shall be approved by the director of home study service at the beginning of the courses.

2. The general plans shall contain: (1) A concise statement of the purpose and nature of the course; (2) general instruction concerning the entire course in sufficient detail to make perfectly clear to the student the nature of the work that he will be expected to do; (3) explanatory notes concerning required and recommended text books with instructions as to where they may be secured; and any other explanations that may be useful to the student in beginning the course.

3. Every lesson must be carefully and clearly outlined. A lesson plan should contain: (1) The name and number of the course and the number of the lesson; (2) a statement of the topic or topics that will be covered in the lesson; (3) a statement of the required readings for the lesson, references being made specifically by chapters or pages; (4) a clear statement of any

supplementary readings that the instructor may wish to recommend; (5) explanatory notes and special instructions that apply to this particular lesson and that are not covered in the general instructions mentioned under 2 and 3. The instructor may save hours of the student's time and increase the efficiency of the course 100 per cent by carefully preparing this division; (6) questions or exercises to test the student's understanding of the work assigned. These exercises must be clear and full and free from ambiguity. They must not be a mere test of the memory of the text book material, but they must be of such a nature as to require reflective thinking based upon the information gained from the reading. They may be either in the nature of questions or problems.

4. After preparing for a recitation on a given lesson the student writes his answers to the questions and mails them to the director of home study service at Alabama College, together with a statement of any difficulties that may have arisen in his study. The instructor, after receiving a recitation paper, shall within 48 hours, if possible, correct the same and return it to the director of home study service. In case the paper be unsatisfactory, the instructor may require the student to rewrite all or any portion of it. The criticisms of the instructor shall be clear, and his directions for revision shall be definite and free from ambiguity.

HOME STUDY COURSES

The following courses will be offered by correspondence, beginning October 1, 1928. Persons desiring to take courses not listed should write the Director of Home Study Service, stating what courses are wanted. In cases in which the demand seems sufficient to justify it, such courses will be organized.

ART

Art 111.2. Color and Drawing. An elementary course in water color and drawing. Organized to meet the needs of elementary teachers, and required of all students majoring in art. Credit, 6 quarter hours.

Art 112.2. Design and Drawing. An introductory course covering the first principles of design and practice in drawing with charcoal, pencil and brush. For those expecting to teach in

the elementary schools. Required of students majoring in art. Credit, 6 quarter hours.

BIOLOGY

Biology 370. **Statistics, Hygiene, and Sanitation.** A general consideration of the composition of the population, birth rates, infant mortality, morbidity, general mortality, and errors in statistics. Care of the body so as to prevent disease. Methods of bettering home, school, industrial, and city sanitation. Causes of the more common contagious, infectious, and non-infectious diseases, and how to prevent them. Prerequisite: Bacteriology 360. Credit, 3 quarter hours.

EDUCATION

Education 100. **How to Study and Teaching Pupils How to Study.** This course will be valuable to prospective teachers both personally and professionally. Elective. Credit, 1 quarter hour.

Education 160. **Introduction to Teaching.** This course takes up teaching as an occupation. The aim of the course is to make the student acquainted with the high points of this profession and to encourage an earnestness in securing professional training. Credit, 3 quarter hours.

Education 201. **Methods of Teaching Reading in the Lower Elementary Grades.** Required of all students in the four-year teacher-training course who expect to teach in the lower grades. Prerequisites: Psychology 100 and 110; Education 160. Credit, 3 quarter hours.

Education 301. **High School Problems.** This course takes up problems applicable to all high school teachers such as discipline, class management, examinations, teachers' reports, etc. Required of all applicants for Class A Secondary Certificates, or special certificates to teach Home Economics. Prerequisites: Psychology 100 and 110. Credit, 3 quarter hours. (Available after January 1, 1929:)

Education 303.4. **Methods of Teaching High School English.** Required of all applicants for Class A College Secondary Certificate who expect to teach high school English. An elective for

juniors and seniors. Prerequisite: Education 302. Credit, 3 quarter hours.

Education 303.6. **Methods of Teaching High School History.** Required of all applicants for Class A College Secondary Certificate who expect to teach high school history. An elective for juniors and seniors. Prerequisite: Education 302. Credit, 3 quarter hours.

Education 313. **Principles of Education for Elementary Teachers.** Required of all students taking four-year elementary teacher training course. Prerequisite: Education 312. Credit, 3 quarter hours.

ENGLISH

English 381. **Romantic Poets.** A study of the poets of the Romantic Period. Prerequisites: English 201, 202, 203. Credit, 3 quarter hours.

English 382. **Victorian Poets.** A study of poetry between 1830 and 1890. Prerequisites: English 201, 202, 203. Credit, 3 quarter hours.

English 260. **Advanced Composition.** A course intended to develop facility and individuality of expression. Prerequisites: English 103. Credit, 3 quarter hours.

English 460. **Contemporary Drama.** European and American Drama since 1890, with historical and literary background of the nineteenth century. Prerequisites: English 201, 202, 203. Credit, 3 quarter hours.

HISTORY

History 201, 202, 203. **History of the United States.** A survey course. A study of colonial America and of the development of the United States. Quarters may be taken independently only with the consent of the department. Required of all those majoring or minoring in history. Prerequisite: History 101, 102, 103. Credit, 9 quarter hours.

History 211, 212, 213. **Contemporary History.** A survey of the present day world problems and international relations. Quarters may be taken independently. Credit, 4 quarter hours.

History 301, 302, 303. **American Government and Politics.** Those majoring or minoring in history must choose between this course and the course in Economics. Quarters may be taken separately only with the consent of the department. Prerequisite: History 201, 202, 203. Credit, 9 quarter hours.

HOME ECONOMICS

Home Economics 230. **Home Care of the Sick.** This course aims to teach the general laws of health; the early recognition of symptoms, care in guarding against communicable diseases, and the simple methods of caring for the sick. Required of all home economics students, and may be elected by students majoring in other departments. Credit, 3 quarter hours.

Home Economics 330. **Millinery.** The making of simple felt and silk hats. Harmony of color and line stressed in relation to the ensemble. Prerequisite: Home Economics 101, 102, 103. Credit, 1 quarter hour.

LATIN

Latin 113. **Cicero, Selected Orations.** Selected orations, Roman political institutions, and Roman oratory. Prerequisite: Latin 101, 102, 103, 111, 112, or its equivalent. Credit, 3 quarter hours.

Latin 161. **Composition.** Latin prose composition. Credit, 3 quarter hours.

Latin 491. **Greek Literature in Translation.** This course is designed for all students who wish to become acquainted with masterpieces of Greek and Latin literature. In addition to a close study of some of the greatest works a survey will be made of all the best known classical authors. Students will be afforded practice in measuring selections by the standards of literary art, and gain a clearer understanding of English masterpieces by a study of other classical models. Credit, 3 quarter hours.

MATHEMATICS

Mathematics 101, 102. **College Algebra.** Prerequisite: three semesters high school algebra and one year plane geometry. Credit, 6 quarter hours.

Mathematics 103. **Plane Trigonometry.** Prerequisite: Mathematics 102. Credit, 3 quarter hours.

MODERN LANGUAGES

French 201, 202, 203. **Intermediate French.** The aim will be to acquire a working knowledge of grammatical principles and their application by means of oral and written reproduction. The study in grammar will be supplemented with the translation of elementary texts of a conversational nature. Prerequisite: French 101, 102, 103, or two years of high school French. Quarters may be taken independently. Credit, 9 quarter hours.

German 201, 202, 203. **Intermediate German.** Reading of intermediate German. Review of grammar in connection with oral and written exercises based on German reading. May be taken independently in quarters. Prerequisite: German 101, 102, 103, or two years of high school German. Credit, 9 quarter hours.

Spanish 201, 202, 203. **Intermediate Spanish.** Reading of intermediate texts. Practical exercises in connection with study of grammar. May be taken independently in quarters. Prerequisite: Spanish 101, 102, 103, or two years of high school Spanish. Credit, 9 quarter hours.

MUSIC

Elementary Theory 91, 92, 93. Preparatory to entrance into School of Music, leading to Mus. B degree or any of the certificate courses.

Introductory Theory; keys, notation; meter; various symbols used in music; chromatic scale; intervals; tempo marks; scales; marks of expression; primary triads, etc.

Harmony 101, 102, 103. Required of all freshmen students in Mus. B and certificate courses. Elective for A. B. and B. S. students.

Primary trials and their inversions; cadences, the dominant seventh chords and their inversions; secondary chords and inversions; dominant ninth and inversions; dominant sevenths and their inversions; modulation, etc. Prerequisite: Theory 91, 92, 93 or its equivalent. Credit, 9 quarter hours.

PHYSICAL EDUCATION

Courses to be announced later.

PSYCHOLOGY

Psychology 100. **Elementary Psychology.** This course is designed to acquaint the beginner with the nervous system and its functions, the processes of stimulation, integration, and the various types of response. Required of all students taking the courses listed below:

1. Courses for both elementary and secondary certificates.
2. The two-year course in Home Economics.
3. The two-year course in Commercial Subjects.
4. The two-year course in Music, or the Supervisor's Course in Public School Music.

Credit, 3 quarter hours.

Psychology 110. **Psychology of Childhood.** The purpose of this course is to outline the principles and laws of the growth and development of the child. Emphasis is placed on the study of the child as a prerequisite to a study of the methods of training him. Required of all students applying for a general teachers' certificate. Prerequisite: Psychology 100. Credit, 3 quarter hours.

RELIGIOUS EDUCATION

Religious Education 401 and 401½. This course begins with a careful study of the Sunday School, pointing out the weaknesses of the past and present status of the school as an institution for religious education. The course will be concluded with a careful study of the importance of the family in religious education. The increasing demand for trained religious leaders should make this course of especial value and interest to every college student. Open to all except freshmen. Credit, 3 quarter hours.

SOCIOLOGY

Sociology 360. **Rural Sociology.** Required of all students taking the degree course in Home Economics. Prerequisite: Sociology 350. Credit, 3 quarter hours.

SPEECH ARTS

Courses to be announced later.

PROGRAM SERVICE TO CLUBS AND OTHER ORGANIZATIONS

Alabama College, through its Home Study Service, will offer assistance to women's clubs and other organizations desiring such service in the preparation of programs, and in outlining guides for pursuing these studies. The general plan for this service is as follows:

1. The Home Study Service will send to each club making application for it a list of suggested topics to be studied during the year, it being assumed that a year will be spent in the study of a single topic.
2. From this list the club will select through its program committee any one of these topics and notify the Home Study Service which topic has been selected.
3. The Home Study Service will then select a staff of specialists in that particular field from regular faculty members of Alabama College. This staff will prepare a series of sub-topics under the general topic, each of which will form the subject for discussion for one meeting of the club or other organization.
4. A list of these sub-topics will be sent to the club to be used in the year-book or other printed program. The names of those who are to appear on the programs will be assigned to these topics by the local committees.
5. Several weeks before time for the program to come off the Home Study Service will mail to the club a set of suggestions including reference lists, questions, and other helps in preparing for the discussion of the topic.
6. If the club so desires it may make application for books from the College Library, these books to be loaned, but parcel post charges to be paid by the club. In this way there will be assurance of adequate materials from which to prepare for discussions at club meetings.
7. Special numbers for programs, such as music, readings, etc., will not be furnished, but will be left to local clubs to supply.

8. Local clubs will be asked to pay postage on all correspondence, and on books loaned. Outside of this, there will be no charge for this club service. Total cost of postage during a year need not exceed one or two dollars.

All correspondence relative to club service should be addressed to Director, Home Study Service, Alabama College, Montevallo, Alabama.

LECTURES, RECITALS, AND CONCERTS

The faculty of Alabama College numbers among its members lecturers, artists, and composers of wide reputation and acknowledged ability. These are available for a limited number of engagements to clubs and other organizations desiring their services. The only charges to organizations will be expenses of travel to and from place of engagement. Such organizations as may wish to use this type of service should get in touch with the Director of Home Study Service at as early a date as practicable, as considerable time is required to arrange details for these engagements.

It is suggested that clubs using our club service will arrange to pay the expenses of one of the specialists in the field covering their own program topics for one meeting during the year.

The service suggested above is necessarily limited, and Home Study Service cannot guarantee to furnish it to all who apply. Applications will be handled in the order received, and the service will stop when all available persons have been placed.